

RESOLUTION NO. 2021-01

**A RESOLUTION TO ADOPT PAY POLICY FOR COMMISSIONERS EFFECTIVE
JANUARY 1, 2021**

WHEREAS, the Commissioners of the Wood River Drainage and Levee District wish to adopt a new pay procedure for the WRDLD Commissioners.

WHEREFORE, BE IT RESOLVED by the Commissioners of the Wood River Drainage and Levee District, Madison County, Illinois, to adopt the following Pay Policy for the Commissioner's effective January 1, 2021.

Commissioner Pay Policy:

- Commissioners are paid once a month. Paychecks will be issued to the Commissioners on the first regularly scheduled payday following the month of service. The following items must be completed for paycheck to be issued:
 - A completed signed/dated timesheet shall be submitted to the Secretary/Treasurer following the last day of service each month.
 - A completed journal shall be submitted to the Secretary/Treasurer following the last day of service each month.
- Both the timesheet and journal must be submitted no later than the 3rd business day following the last day of the month. Special circumstances may dictate the need to submit records early. These rare occasions the early submission dates will be communicated through the Secretary/Treasurer at least one week in advance.
- If the timesheet and journal are not submitted by the specified date, the compensation for that month will be paid on the following regularly scheduled commissioner pay date.
- Commissioners compensation shall be as mandated in 70 ILCS 605. Each commissioner shall receive for their services a sum not to exceed \$30 per day for each day they are engaged in the business of their office, and they shall be reimbursed for their necessary traveling and other expenses incurred in the performance of their duties.
 - Receipts must be turned in for travel reimbursement to the Secretary/Treasurer at the time of request for reimbursement. This should include receipts for meals and hotels for the period of travel. Without backup for a specific trip/inspection, the Commissioners will be allowed to bill 5 miles per day, at the current federal mileage rate, for each day engaged in the business of their office.

- A yearly schedule showing the dates for paperwork deadline and pay date for each month will be provided by the Secretary/Treasurer. Please see 2021 calendar attached.

This resolution to take effect instanter.

PASSED by the Wood River Drainage and Levee District on the _____ day of _____, 2021 on the following roll call vote:

	<u>AYE</u>	<u>NAY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVED by the President of the Wood River Drainage and Levee District this _____ day of _____, 2021.

President _____

ATTEST:

Secretary